

North Carolina Department of Health and Human Services  
Division of Public Health • Vital Records Unit  
vitalrecords.dhhs.state.nc.us/vr

Mail: 1903 Mail Service Center  
Raleigh, NC 27699-1903

Location: 225 North McDowell St.  
Raleigh, NC 27603-1382

## Application for a Copy of North Carolina Birth Certificate

A Birth Certificate search costs \$24 and includes one copy if a certificate is located. The search covers a three-year period. This search fee is non-refundable. There is a \$15 fee for each additional certificate copy requested from the same search. Normal delivery time is 2-4 weeks plus mail time. If you want same-day walk-in service, an additional \$15 expedited processing fee is required. Mail-in applicants may also receive expedited service. Include the \$15 expedite fee and write "Expedite" on the envelope. Expedited mail requests will be processed within two working days of receipt (please allow for additional mailing time or pay for overnight delivery). Make your certified check or money order payable to "NC Vital Records." Please do not send cash in the mail. Personal checks are not accepted. If you have questions, our telephone number is 919-733-3000.

### Please Print

Full Name on Certificate

First Name

Middle Name

Last Name

Date of Birth

\_\_\_\_ | \_\_\_\_ | \_\_\_\_  
Month Day Year

Sex ☐ Male ☐ Female

Place of Birth

\_\_\_\_\_  
City County

Were parents married at time  
of birth? ☐ Yes ☐ No

Full Name of Father

First Name

Middle Name

Last Name

Full Name of Mother

First Name

Middle Name

Maiden Name (Required)

### ORDER CERTIFICATES HERE

Certificate search and first copy \$ 24.00  
\_\_\_\_ Number of additional copies from the same search x \$15 \$ \_\_\_\_  
☐ Add \$15 for Expedited Service (does not include overnight ship) \$ \_\_\_\_  
☐ Add \$15 for Overnight Delivery in NC or \$20 Out-of-State \$ \_\_\_\_  
Call for overnight delivery fees outside of the continental United States.  
☐ Add \$15 for processing changes to birth certificate \$ \_\_\_\_  
Certified check or money order only if mailing in. Cash and debit/credit cards permitted in person.  
**Amount Due \$** \_\_\_\_

### Indicate Type of Certificates Needed and Quantity

Certified Regular  
(Legally suitable for any purpose) \_\_\_\_  
Certified Wallet Size  
(May not be accepted for all legal purposes) \_\_\_\_  
Uncertified  
(Suitable for research purposes) \_\_\_\_  
**Total Number of Certificates Needed** \_\_\_\_  
(Total must match quantity ordered at left.)

### Your Relationship to the Person Whose Certificate is Requested: (Check one)

- ☐ Self ☐ Grandparent  
☐ Spouse (current) ☐ Authorized agent, attorney or legal  
☐ Brother/Sister representative of the person listed  
☐ Child **(Proof Required)**  
☐ Parent/Step-Parent ☐ Other (may not be entitled to a certified copy)  
Specify \_\_\_\_\_

How do you plan to use this record?

**I hereby certify that all the above information is true to the best of my knowledge. Note: It is a felony violation of North Carolina Law (G.S. 130A-26) to make a false statement on this application or to unlawfully obtain a certified copy of a birth certificate.**

\_\_\_\_\_  
Signature of Person Applying for Certificate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
(Area Code) Telephone Number

**Office Use Only:** Volume \_\_\_\_\_ Page \_\_\_\_\_ Cartridge/Frame \_\_\_\_\_

Amount received: \$ \_\_\_\_\_ Identification furnished: \_\_\_\_\_